

Labor Category	Description	Qualifications
Project Manager	Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COR levels of the client organization. Assists the Program Manager as required in managing contract performance.	Minimum of 15 years of relevant military or commercial aviation/airport experience and a Master's Degree in Emergency Management, or a Minimum of 15 years of experience and Bachelor's Degree in Civil Engineering or equivalent BA degree with FEMA Contracting Officer's approval.
Admin Support	Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word processing, graphics, desktop publishing, editing, and coordination.	High school diploma or general education degree (GED); or 1 year of related experience and/or training; or equivalent combination of education and experience.
Accounting Support Staff	Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to	High school diploma or general education degree (GED); or 1 year of related experience and/or training; or equivalent combination of education and experience.

	<p>transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.</p>	
Ground Transport Laborer	<p>Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand-trucks; stacks materials for storage or binning; collects refuse and salvageable materials.</p>	<p>High school diploma or general education degree (GED); or 1 year of related experience and/or training; or equivalent combination of education and experience.</p>
Crane Operator	<p>Operates a manually controlled gasoline, electric or liquid propane gas powered crane to lift, position and place machinery, equipment or other large objects at airports, industrial facilities, or other establishment.</p>	<p>High school diploma or general education degree (GED); or 1 year of related experience and/or training; or equivalent combination of education and experience.</p>
Forklift Operator	<p>Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.</p>	<p>High school diploma or general education degree (GED); or 1 year of related experience and/or training; or equivalent combination of education and experience.</p>